

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office CHCF/Operations/CALPIA		2. Unit Name/Industry Healthcare Facilities Maintenance (HFM)	
3. Class Title Staff Services Analyst (General)		4. Proposed Incumbent (if known) Vacant	
5. Current Position Number (Agency-Unit-Class-Serial) 963-760-5157-805		6. Effective Date February 5, 2022	
7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Staff Services Manager I (SSMI), the Staff Services Analyst (General) (SSA) will assist in the development and conducting the Healthcare Facilities Maintenance (HFM) Training, Auditing and analytical support pertaining to CHCF Stockton Healthcare Facilities Maintenance program. Work Schedule: Monday-Friday 7:00-3:00pm			
8. Percentage of time performing duties:		9. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use an additional page if necessary.)	
		ESSENTIAL FUNCTIONS	
35%		Under the direction of a lead provide training on the HFM curriculum to CHCF custodians and inmate porters. Supports on-boarding and continuous training of CHCF custodians and inmate porters. Training will include New Employee Training (NET), Annual, Supervisory, Review, 1:1 and Inmate Porter Training, in-class, and hands-on training. Hands-on training will include, but not limited to, all aspects of floorcare, bloodborne pathogen cleanup, lockout-tagout, patient room cleaning, office cleaning, key and tool control, cart and closet inventory, perpetual inventory, infectious control, exam room cleaning, and chemical dilution. Hands-on training requires the use of housekeeping tools, equipment and chemicals. Teaching aids and powerpoint will be used during in-class training.	
25%		Assist in the development and maintenance of the the HFM training to include presentations, materials, assessment questions, and timelines to support custodian retention. Reviews training modules and develops an implementation plan for continued training. Use perscribed strategies in support of HFM initiatives including key performance indicators and performance metrics. Utilizes various measurement tools to gather data and provide a detailed analyses of performance metrics to report on program compliance under the guidance of a lead. The performance matrix demonstrates the value of the various courses and activities and the effectiveness of the programing. Ensure compliance for all training programs as they apply to State and Industry standards.	
20%		Updates training control logs, or similar, to ensure accurate reflection of delivered training. Generates appropriate training sign-in sheets and ensures all training is accurately reflected on the sign-in sheets, to include all elements covered in training. Furnishes training proof of practice to CHCF.	
15%		Assist with maintaining and updating protocols, policies, and procedures to properly address changing program requirements and work with various governmental agencies to ensure changes fulfilling any operational and regulatory requirements.	
		MARGINAL FUNCTIONS	
5%		Performs other duties as required, to include inventory, Illness and Injury Prevention Plan (IIPP), daily tool control, and administrative tasks as required.	
		ADDITIONAL EXPECTATIONS	
		This position will be required to travel throughout the State for up to 35% of the year.	
10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME Vacant		EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL KN 2/23/22			